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GOVERNOR



KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

January 6, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-31

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: W-2 On-line Self View and Print Availability Notice

2013 W-2s are now available in Louisiana Employees On-line Services (LEO) for all employees who elected to self view and print their W-2 by the December 31, 2013 deadline.

Agencies **must** now release the "W-2 Availability Notice" letter that was provided in OSUP Memo #2014-26 to all active employees within your agency. **All letters must be released by Friday, January 10, 2014.**

An additional notification will be added to the LEO Welcome page.

Agencies can verify an employee's W-2 election by viewing IT 3228. The W-2 election can also be verified by running ZP135 or ZP65.

Refer to OSUP Memo #2014-18 and OSUP Memo #2014-26 for additional information. All questions should be directed to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Tiko Ary	342-1651	Gary Bennett	342-1652
Cindy McClure	342-5346	Penny Jones	342-2053
Tracy Smith	219-0191	Wendy Eggert	342-0714

APH:THA/pbh